



Foreign Affairs Handbook

4 FAH-3 – Financial Management Procedures Handbook

Change Transmittal: FMP-71

Date: April 23, 2013

4 FAH-3 ADMINISTRATIVE CHANGES - RM OFFICE SYMBOLS

Changes

1. This Change Transmittal updates office symbols and titles related to RM's reorganization from the Bureau of Resource Management (RM) into two bureaus: The Bureau of Budget and Planning (BP) and The Bureau of the Comptroller and Global Financial Services (CGFS).
 - **4 FAH-3 H-050, Obligation Validity Criteria**
 - **4 FAH-3 H-510, General Policies and Procedures**
 - **4 FAH-3 H-520, Attendance and Leave**
 - **4 FAH-3 H-540, Payroll Deductions and Contributions**
 - **4 FAH-3 H-550, Vouchering and Payment of Salaries and Allowances**
2. If this issuance changes less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.1).
4. The office responsible for the material in this subchapter is

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Filing Instructions for Paper Copies

1. Remove and discard old subchapters:

4 FAH-3 H-050	FMP-68	9-18-2012
4 FAH-3 H-510	FMP-67	6-22-2012
4 FAH-3 H-520	FMP-67	6-22-2012
4 FAH-3 H-540	FMP-65	8-29-2011
4 FAH-3 H-550	FMP-67	6-22-2012

Insert the new subchapters issued under 4 FAH-3 (H-050, H-510, H-520, H-540 and H-550), CT:FMP-71, 04-23-2013.

2. After inserting the material in the binder, insert this change transmittal immediately following the CT Checklist, then fill in the entry line for CT:FMP-71, and initial.

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